

JOB DESCRIPTION

JOB TITLE: Chemical Dependency Treatment Counselor

JOB RESPONSIBILITIES: Through individual and group counseling, assists clients in mobilizing their resources so they can participate in the exploration of a problem and its ramifications. Considers clients' attitudes and feelings and develops alternative solutions to support informed decision making.

Essential functions of this job include, but are not limited to:

Prepares and maintains a confidential, accurate, organized, and updated case file for each assigned client. Adheres to documentation deadlines as outlined in the Treatment Training Manual.

Complies with documentation requirements as outlined in program policies and procedures for activities (e.g., assessments, treatment plans, treatment procedures, and discharge summaries) and in the preparation of required reports.

Determines a client's appropriateness for services using the DSM-IV/V-TR/ICD 10 criteria for substance abuse and/or dependence.

Assists with intake documentation as necessary (e.g., consent for treatment, consents to release information, initial assessment, etc.) and maintains this information in the case file.

Effectively orients clients to the facility as needed by explaining issues including, but not limited to: rule infractions that may result in termination, the hours of service availability, clients' rights and the grievance procedure, and costs for which they may be responsible.

Uses the appropriate forms and instrumentation to assess clients' strengths and weaknesses. Develops, with the clients' participation, treatment plans to address identified problems.

With clients, ranks problems identified in the assessment process, establishes immediate and long term goals, and determines the treatment process and resources to be utilized.

Identifies and explores problems and their ramifications with attention to the clients' associated attitudes and feelings. With the clients' participation, examines alternative solutions and develops plans of action.

Coordinates the delivery of service provisions and acts as an advocate in accessing other needed services.

Identifies and responds to crises that may negatively impact treatment and, where possible, uses the negative events to enhance treatment efforts.

Becomes proficient in and adheres to the Agency's treatment philosophy which incorporates CBT (Cognitive Behavior Therapy), Contingency Management, and self-help meetings. Becomes proficient in the delivery of the approved curriculums and maintains the integrity and fidelity of the approved curriculum.

Maintains familiarity with community resources and their limitations, the procedures for making referrals, and the confidentiality requirements inherent to the referral process so that community resources are used to benefit clients.

Recognizes the need for case consultation by adhering to continued supervision including, but not limited to: case reviews, group supervision, individual case reviews, teach backs, role plays, and unsuccessful case reviews. Maintains contact with referring professionals and seeks assistance in matters that exceed the Counselor's level of expertise and/or scope of practice.

If credentials permit, signs off on treatment plans and assessments for staff that are in a training status.

Identifies program needs and suggests improvements to the Clinical Coordinator, Clinical Administrator, and/or Clinical Director.

Acts as a resource to "team" members.

Assists the Clinical Coordinator, Clinical Administrator, and/or Clinical Director in managing staffing adjustments.

Effectively acts as a representative of the Agency at court and community proceedings.

Manages time and organizes work demands appropriately.

Maintains ability to type/use computer and all programs implemented by the Agency including but not limited to those maintaining electronic health records.

Navigates internet effectively to search for accurate criminal history of clients for verifications.

Continues professional training and stays current in professional development.

Maintains licensure and/or certification required for job assignment.

FEDERAL PROGRAMMING ONLY

Receives, maintains and disseminates communications to, from, and between Bureau of Prisons (BOP), Community Treatment Services (CTS), United States Department of Corrections (USDC), United States Pretrial Services and Probations Office (USPSPO), Summit Psychological (SUMMIT), and TMRC/SHARP. Communications include, but are not limited to: Federal Case Numbers Spreadsheets, referrals, schedules, inmate sign-in logs, medication monitoring, individual counseling MPRs, UDS collections and chain of custody forms

Manages and logs referrals to, from, and between CTS, USDC, and SUMMIT.

Creates and disseminates schedule either (1) CTS inmates with/to TMRC/SHARP or (2) SUMMIT clients with/to caseworkers.

Observes, monitors, and addresses any CTS or USDC billing issues with the points of contact.

Creates and maintains ongoing current report detailing current CTS clients scheduled for specific group and success rates of CTS clients.

Creates and sends timely quarterly USDC reports detailing all USPSPO clients, discharged clients, and supporting reason of discharge.

Maintains and sends all UDS sign in logs for USPSPO clients housed at TMRC/SHARP to USPSPO monthly.

Creates and maintains a color-coded calendar for monthly client urine collections and accompanying lists including special tests for alcohol.

Maintains an updated Code-A-Phone message daily.

DIP COUNSELORS ONLY:

Conducts alcohol and drug DIP groups.

Evaluates MAST and SASSI testing instruments.

Conducts small group interactions and individual screening interviews with DIP clients.

Reviews and refers high risk DIP clients for AOD assessments.

Monitors clients through their placement in the DIP program and provides assistance as needed.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (e.g., client hospitalizations, suicide watches, federal incident reports, AWOL /escaped clients, unknown whereabouts).

Maintains telephone coverage during hours on duty. Answers calls courteously and professionally, directs calls appropriately, and takes accurate messages as necessary.

Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

MODELING SKILLS

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week for full-time counselors. Regular work schedule of up to 24 hours per week for part-time counselors. Schedule for on-call DIP counselors to be determined by Clinical Director or Designee.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: Associate's degree and LCDCCII licensure required. LCDCCIII, LSW, or PC licensure preferred. Maintains the required licensure/certification in good standing. Must possess excellent verbal and written communication skills. Familiarity with regulations governing the disclosure of client information and storage of client records required. Must be willing to adhere to the Counselor's Code of Ethics and demonstrate a positive attitude regarding the disease concept of addiction. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Clinical Director or designee

SUPERVISES: No One